

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-36

OPEN TO:	All Interested Applicants	OPENING DATE:	February 26, 2013
POSITION:	Denter Helper , FSN-2; FP-CC	CLOSING DATE:	March 11, 2013
POSITION NO:	I-52581		
WORK HOURS:	Full-time; 48 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$20,017 p.a. (Starting salary) (Position Grade: FP-CC to be confirmed by Washington) *Ordinarily Resident: Rs.389,369 p.a. (Starting salary) (Position Grade: FSN-2)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Denter Helper in the Motor Pool, General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent is responsible to clean, wash and polish official vehicles. Incumbent assists denter/painter to repair body and painting work on all government owned vehicles. Performs other duties assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of two years of education is required.
- 2. EXPERIENCE:** Two years of experience as a helper and/or car washing is required.
- 3. LANGUAGE:** Level I (Rudimentary) Speaking/Writing English and Level III (Good working Knowledge) Urdu is required.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of car washing and polishing the vehicles.
- 5. ABILITIES & SKILLS:** Must have basic skills in using the tools related to denting trade.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Application should be forwarded to the below mailing address or via email at PakJobs@state.gov . If submitting through email, the Vacancy Announcement Number (13-36) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with your application at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 11, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.